



**Hurricane Valley Fire
Special Services District**
202 East State Street, Hurricane, Utah 84737
(435) 635-9562

Executive Board Meeting Minutes

March 7, 2016

Members Present: Bruce Densley, Darrin LeFevre, Dean Cox, Kevin Tervort, Wayne Peterson

Other Attendees: Paul Farthing

Staff: Tom Kuhlmann, Patty Olesky

A. Meeting Called to Order: Bruce Densley 5:05 pm
Invocation: Dean Cox
Pledge of Allegiance: Kevin Tervort

B. Consent Agenda:
1. Conflict of interest: None
2. Agenda: No Comments

Motion: Darrin LeFevre, to approve the consent agenda consisting of minutes from November 18th & December 9th meetings along with the Checks for \$335,108.26 and Deposits in the amount of \$540,034.20.

Second: Kevin Tervort

Vote: Aye: All
Nay: None

C. Citizen Comment & Request for Future Agenda Items: None

D. Old Business:

1. Discussion and Possible Approval of Surplus Property

An old brush truck from Virgin was parked in the front of Station 1 with a sign stating we were collecting sealed bids on it. We received four sealed bids and awarded it to the highest bidder. We have plenty more surplus items like this with little to no value which is the reason for a Surplus Property Policy. There was some discussion with the policy and various items. Minimal changes were made to the policy including having a list of all durable goods emailed to the board and included under the Consent Agenda.

Motion: Dean Cox, to approve the Surplus Property Policy as amended.

Second: Kevin Tervort

Vote: Aye: All
Nay: None

E. New Business:

1. Discussion and Review of Fee Schedule

Chief presented the board with a current fee schedule to review and update list with any changes the board may have. We are looking for feedback on the fees mainly for new construction, remodels, and tenant finish permits. Research needs to be done to see how the fees compare to the costs from 2010. The general consensus is to move forward with the Fee Schedule.

2. Discussion on Segregation of Duties

One of the reasons for the discussion of segregation of duties is because Patty is doing both accounts receivables and accounts payables with amounts of deposits like the last two months equaling \$540,034.20. We are saving money by not filling the Engine Boss position until next month so we are looking to see about hiring a part time Office Specialist I for \$11.75 per hour and moving Rita to an Office Specialist III at \$14.32 per hour. The hours worked for the part time position would be 10 am – 4 pm. The board is agreeable to this.

3. New Hire Update

The Engine Boss position closed today and the Deputy Chief position will be closing on the 14th. So far we have received an interesting set of applications for the Deputy Chief position. The Merit Board will be involved with selecting the Deputy Chief. The next Merit Board meeting is scheduled for March 15th at 2:30 pm at Station 1.

4. Project Status

We are currently in the process of remodeling station 1, changing the training room into two offices and a conference room. The costs for the remodel are covered by the Deputy Chief's salary for the three months that we have been without one.

Chief met with the architect for the LaVerkin station remodel and gave him 30 days to complete the plans for it. This project is mainly covered by the CDBG Grant.

The Coral Canyon Station, station #6, design should be done in 45 days. It was unanimous that it will be built on the site near Texaco.

The ladder truck is contingent upon issuance of the bond. We should receive the truck around December.

5. Discussion on Budget Considerations for 2017

Personnel changes and needs are arising therefore we would like to discuss doing a Truth-In-Taxation. Chief would like to lay the ground work now and notify the state so that we're prepared by August. The SAFER Grant closes soon but if it doesn't go through we can't wait until next year to hire more personnel. We will discuss this more at our next meeting.

6. Review of Open Burning

Our policy for open burning is the issuance of burn permits and informing residents of the website so they can acquire their own permit. Leeds area residents have been contacting the office requesting that we assist them with their burning during open burn season. The general consensus of the board is that we continue doing what we have been doing in the past which is to only issue the permits but do not assist with burning. We don't want that liability or responsibility.

7. Discussion on the Continued Operations Plan

Kevin informed the board that Cimarron was told to contact us regarding costs for medical standby coverage for her Frog Hollow events. She will need to attend a board meeting if she wants to discuss any type of waiver of the fees. As a public body we can't give away services.

F. Closed Session: None

G. Adjourn

Motion: Dean Cox, to adjourn the meeting at 6:10 pm.

Second: Darrin LeFevre

Vote: Aye: All

Nay: None

Date approved June 6, 2016

Minutes taken by Patty Olesky

Bruce Densley, Chairman

Attest:

Patty Olesky, District Secretary